

020.82
L85
1972

STATE DOCUMENTS

JAN 23 1973

MONTANA STATE LIBRARY COMMISSION

ANNUAL REPORT

TO THE
GOVERNOR OF MONTANA
HONORABLE FORREST H. ANDERSON

FOR THE FISCAL YEAR
ENDED

June 30, 1972

MONTANA STATE LIBRARY

930 EAST LYNDALE AVENUE

HELENA, MONTANA 59601

The Honorable Forrest H. Anderson
Governor of Montana
Capitol Building
Helena, Montana 59601

Dear Governor Anderson:

In accordance with the requirements of Section 82-4002, R.C.M. 1947, there is herewith transmitted to you the report of the State Library Commission covering the fiscal year ended June 30, 1972.

Major accomplishments during the year include:

- A Governor's Conference on Libraries
- Increased utilization of services to the handicapped
- Increased interest in library federation development
- Interlibrary loan and government documents workshops
- Initial library service at Boulder River School and Hospital
- Use of deposit collections to serve handicapped
- Dissemination of information on the library's resources
- Improved services for Galen State Hospital and Montana Children's Center
- Outreach program at Warm Springs State Hospital

Respectfully submitted,



David R. Hoffman
State Librarian

TABLE OF CONTENTS

Principal offices and officers.....	1
Legal references.....	2
Principal goals.....	3
Major accomplishments.....	4
Program descriptions.....	6
Library service and development.....	6
Library networks.....	9
Institutional library service.....	11
Library service for the handicapped.....	13
Program cost summary and detail.....	15

PRINCIPAL OFFICES AND OFFICERS

COMMISSION MEMBERS

Mrs. Doris Davies, Chairman
(1970-1973)

3023 Stinson Avenue
Billings, Montana 59101

Don Gibson, Vice-chairman
(1971-1974)

Lindsay, Montana 59339

William P. Conklin
(1969-1975)

1026 Fifth Avenue North
Great Falls, Montana 59401

The Honorable Dolores Colburg, Member
Ex-officio (State Superintendent
of Public Instruction)
1969-

401 South Fee
Helena, Montana 59601

Earle C. Thompson, Member
Ex-officio (Librarian of the
University of Montana)
1966-

426 McLeod Avenue
Missoula, Montana 59801

PRINCIPAL ADMINISTRATIVE OFFICERS

David R. Hoffman, State Librarian

Phyllis Maggeroli, Coordinator of General Library Services (through March 1972)

Richard C. Peel, Supervisor, Institutional Library Services

and Regional Librarian for the Blind and Physically Handicapped

OFFICE

930 East Lyndale Avenue, Helena

Note: Under the Executive Reorganization Act of 1971, the Library Commission is attached to the Board of Education for Administrative Purposes, and the State Library will become the Library Division of the Department of Education. The Department of Education, however, was not activated prior to the end of the fiscal year covered by this report.

LEGAL REFERENCES

The statutes referring to the operations of the State Library Commission and the State Library are contained in sections 44-127 through 44-139 of the Revised Codes of Montana, as Amended.

The Library Services and Construction Act (Public Law 89-511) authorizes appropriation by the Congress of funds to support library programs in the several states, and requires the development of state plans. The Montana State Library's annual and long range plans under the Library Services and Construction Act outline procedures and priorities in meeting the needs of public library development, construction of public library facilities, establishing networks of libraries, extending library service to residents and inmates of state institutions, and serving blind and physically handicapped readers within the state. These plans are on file at the State Library.

Annual programs for the expenditure of moneys under LSCA and amendments to the State Plan and the long range plan, are submitted through the clearing-house of the Division of Planning and Economic Development of the Department of Intergovernmental Relations

PRINCIPAL GOALS

The State Library's goals are:

1. Quality library service at the state level, to meet the needs of state government and to supplement local public libraries where their resources are insufficient.
2. The development of public library service of high quality for all residents of Montana, through the fostering of public library federations, aimed toward achievement of the Montana Public Library Standards.
3. Coordination of the resources and services of all libraries in the state in order to eliminate unnecessary duplication and to share information resources which may be needed but are not available statewide.
4. Adequate library service to the state's institutionalized and/or handicapped population, who are otherwise without access to libraries or are unable to use ordinary printed library materials.

MAJOR ACCOMPLISHMENTS

1. Governor's Conference on Libraries

Governor Anderson called a state-wide conference on libraries, held in Helena October 18, 1971. Some one hundred twenty-five persons attended, representing all areas and most major interest groups in the state. The State Library Commission and the Montana Library Association provided funding for this meeting. In his call to the conference, Governor Anderson asked participants to explore the vital and continuing role libraries have in the life of the citizens of Montana, and to recommend measures needed to insure effective library service to meet these needs.

2. Increased utilization of services to the handicapped

The number of persons served directly or through deposit collections during the year increased by 112 percent, to a total of 3,232, with an increase in the circulation of materials by 34 percent, to a total of 54,435. This was a result of workshops, mailings, posters, work with other state and private agencies, and increased communication with patrons.

3. Increased interest in library federation development

During the fiscal year, the librarians, Library Board Members, and County Commissioners of Phillips, Valley, Daniels, and Sheridan Counties made a formal joint request for a two-year federation demonstration. The Library Commission accepted this request and committed necessary funds, subject to their appropriation each year by the Congress of the United States. A bookmobile was ordered for these counties, and a planning grant was made. The Miles City Public Library, acting as headquarters for the Sagebrush Federation of Libraries, has requested funds for a one-year demonstration in Treasure County; again, the Commission has approved the request, subject to appropriation of funds by the Congress. The South Central Federation of Libraries' demonstration ended at the conclusion of this fiscal year, and Big Horn County's Library Board agreed to contract for continuation of service; the Carbon County Commissioners will submit the question of establishment of county library service by contract with the Billings Public Library to the voters at the November election.

4. Interlibrary loan and government documents workshops

In December 1971 the State Library provided a series of six workshops on interlibrary loan practice and procedure, and the use of government documents and documents reference tools. More than one hundred seventy persons attended these workshops, representing all types and sizes of libraries. A tangible result has been better use of network channels and request forms, and, for the intended user, faster service from the

State Library and other libraries which form a part of the interlibrary loan network. Funds under Title III of the Library Services and Construction Act supported these workshops.

5. Initial library service at Boulder River School and Hospital

Final plans have been completed for a new library at the institution. A full time librarian is already serving residents and staff, with a small collection that is housed in a storage room. The librarian is co-ordinating efforts with the staff and the foster grandparents program to provide effective library service.

6. Use of deposit collections to serve handicapped

Where there were sufficient numbers of patrons in schools, hospitals, state institutions, rest homes and service areas of the larger public libraries, deposit collections of materials were provided. This allowed the State Library to handle the increased volume of circulation and patrons, that otherwise would have prevented people from having service. The number of people served through deposit collections increased from 374 to 1,403.

7. Dissemination of information on the library's resources

Publication of a periodic list of new acquisitions for distribution to public, academic, and school libraries within the state, and to state government offices and staff has had a positive impact on use of the library's resources, in many instances stimulating use by persons who were not aware of the materials available or of the potential for interlibrary loan service. The completion of a periodicals inventory and publication of a list of periodicals holdings has similarly brought increased use and at the same time has provided an orderly means whereby the Library can fill in gaps in its holdings and increase its back files as other libraries and state offices have materials available for deposit at the Library.

8. Galen State Hospital and Montana Children's Center services

Initial weeding and the beginnings of a new deposit collection were begun at Galen, along with consultant services for improved physical conditions and expanded services to the residents. A contract was established with the Twin Bridges Public Library to provide local services to residents of the Children's Center, both at the public library and with a rotating deposit collection at the Center.

9. Outreach program at Warm Springs State Hospital

Services were increased to the closed wards and to admitting hospital through more ward visitations and with small deposit collections in these areas. Audio-visual materials were also offered to the patients not able to come to the main library. A concentrated effort was made to provide talking book service to handicapped readers.

PROGRAM DESCRIPTIONS

PROGRAM: LIBRARY SERVICE AND DEVELOPMENT

Goals: In this program, the State Library Commission maintains and operates the State Library, providing library service to officers and employees of the State Government, local public libraries supplementing their resources, and residents of the State who have no direct access to public libraries.

The State Library furnishes advice and assistance to public librarians, library boards, and local government agencies on the best means of improving or establishing public libraries. The library maintains and operates a State publications distribution center.

Titles I and II of the Library Services and Construction Act provide funds in this program which are used in direct assistance to public libraries. Title I monies are used to support demonstrations of multi-county library federations. Title II funds are available to assist in the construction of public library buildings.

Objectives: The first objective in this program is strengthening the collection and staff of the State Library in order to provide an adequate and effective library reference and lending service for all officers and employees of State Government, to supplement the resources of local public libraries, and to adequately serve persons with no local libraries until such time as they have access to local libraries.

A second objective is the development of adequately organized and supported public libraries across the State to serve all residents of the State.

Achievements: Four counties in northeastern Montana which have for some years been eager to participate in a multi-county library service operation petitioned the State Library for a demonstration grant in the fall of 1971 and the Library Commission approved the purchase of a bookmobile for use in the region, and committed itself to funding a two-year service demonstration beginning with the 1973 fiscal year, should appropriations be sufficient. The center for this demonstration will be the Glasgow City-County Library; cooperating counties will be Phillips, Valley, Daniels, and Sheridan. In addition to bookmobile purchase, a planning grant of \$10,000 was made to assist these libraries in preparing for the demonstration.

The demonstration of service into Big Horn and Carbon Counties from the Billings Public Library, begun in 1970, ended with the end of this fiscal year. By budget time in August, Big Horn's County Library Board had signed a contract with the Billings Public Library to continue the service, and the Carbon County Commissioners agreed to put the question of county library service by contract to their voters at the November election. Yellowstone County participated in the South Central Federation of Libraries at their own expense, for the first time this year.

Missoula County voters approved by a nearly three-to-one majority, an \$850,000 bond issue toward construction of a new city-county library facility. The State Library Commission committed the balance of its 1971 construction funds and all 1972 funds to this project, bringing the state's share to date to \$172,270. In other construction projects, the State Library Commission made grants to the Miles City Public Library for a bookmobile garage, and to the Flathead County Library for remodeling new quarters for its Columbia Falls Branch Library.

Internally, the State Library completed an inventory of its periodicals collection and published a list of its holdings, setting the stage for filling in gaps and back files as other libraries in the state are forced to discard periodicals because of space problems. Bettering the periodicals collection has substantially increased the Library's reference service capability.

As last year the State Library reported its part in developing resource collections for the Constitution Revision Commission, this year it devoted substantial staff time to locating materials and answering reference questions for Convention delegates and their supporting staff.

The net gain in the Library's book collection this year is not as high as projected, since an intensive program of weeding out worn and outdated materials has been resumed.

Physical working conditions have been significantly improved under the terms of a new lease negotiated with the owner of the State Library's warehouse-type building in December 1971. New semi-private and private office space has been provided for four members of the professional staff (only one office was provided previously), collections and work areas have been re-arranged for better work flow, and provision has been made for air-conditioning the balance of the building (21,000 square feet, as opposed to the 3,000 square feet of air-conditioned space formerly provided). With these improvements in the building, the State Library still occupies the least expensive office space of any state agency in private quarters in Helena.

A list of new acquisitions (adult non-fiction) has been prepared on a systematic basis for distribution to public, academic, and secondary school libraries throughout the state, and to state department heads and those offices which make particularly heavy use of the library. Distribution of this list has resulted in increased requests for reference service, and in greater use of the State Library, particularly by government personnel.

Performance summary:

	-----fiscal years-----		
	Historic 1970-71	Current 1971-72	Projected 1972-73
State Library collection (volumes)	137,622	141,368	147,000
State Library circulation	46,625	46,324	50,000 (1)
Counties participating in federations or demonstrations	18	21	22
Construction projects completed	3	0	2

(1) Circulation of books is not projected to increase at the rate suggested by growth in use of the library during the 1960's. A much heavier percentage of service is now provided through answers to reference questions which do not result in loaning of books; in delivery of photocopies of journal articles or technical materials in lieu of loan, and in direct patron use of library facilities within the building.

PROGRAM: LIBRARY NETWORKS

Goals: Coordination of the resources and services of all types of libraries in the state in an effort to eliminate the barriers of geography and type of library that would otherwise restrict the library user to his local collection.

Objectives: To make available, through photocopy or interlibrary loan, any materials held in the state, to any person in the state; to obtain from out-of-state sources materials not available in Montana; to increase the capability of library personnel through training programs and in-service education; and to support cooperative programs designed to improve access to materials and services.

Achievements: Montana's first Governor's Conference on Libraries, called by Governor Anderson in October 1971, brought to Helena some 125 persons representing all parts of the state and various interest groups, including labor, business, local government, professions, students, and laymen. The conference focused attention on the potentials of libraries and ways that they might serve better the informational, educational, cultural, and recreational needs of the people of Montana. Means of financing library service at the local and state level were discussed, as was the need for more cooperative activities between libraries.

The State Library formally participated in the Continuing Education Program for Library Personnel established under the auspices of the Western Interstate Commission for Higher Education. This program, still in an embryo stage, will provide training opportunities for personnel at all levels, and in all types of libraries, and will significantly supplement the limited formal and informal training programs now available within Montana.

A grant was made for the preparation of a bibliography of materials relating to Montana now in print. Its publication in 1972-73 will make available to libraries and schools throughout the state a comprehensive list of materials available through the State Library and elsewhere, and it will serve as a long-needed buying guide for libraries which need to increase their Montana materials.

A bibliography of state government publications (largely Montana government documents) at the State Library was prepared and distributed widely during the year.

The State Library has continued its participation, with Washington, Alaska, Oregon, and Idaho, in support of the Pacific Northwest Bibliographic Center. Fiscal support from the state libraries, determined principally on a population basis, has enabled the Center to handle a workload almost fifty percent greater than that in the previous year.

The Library conducted a series of six workshops on interlibrary loan procedures, and the use of government documents, in December 1971. A direct result of this series has been a significant increase in the interlibrary loan requests received at the Library, and more efficient and rapid handling of these requests because the workshops served as a means of training local librarians in methods of completing and forwarding interlibrary loan requests.

Performance summary:

	-----fiscal years-----		
	Historic 1970-71	Current 1971-72	Projected 1972-73
Recorded requests for library service	35,553	44,329	50,000
Interlibrary loan requests sent to Bibliographic Center from State Library	966	2,611	3,000

Training programs are an important part of this program. The State Library had no formal workshops in the field during the 1971 fiscal year, though it worked with individual staff members and boards of trustees in the various libraries. One hundred seventy-three persons participated in the interlibrary loan workshops in 1972. Plans for workshops (and projections for attendance) in 1973 are contingent on federal appropriations, still unknown at the date of this report.

PROGRAM: INSTITUTIONAL LIBRARY SERVICE

Goals: The State Library's Institutional Library Service Program was established to provide a high quality library service to residents and inmates of State Institutions. Prior to the initiation of this program, none of the institutions had adequately organized, furnished, or supported libraries.

The State Library operates libraries for the Warm Springs State Hospital patients, inmates of the State Prison and provides direct service for the Galen State Hospital, Mountain View School, and the Boulder River School and Hospital. The State Library has contractual relationships with the public libraries of Great Falls, Miles City, Twin Bridges, Flathead County, Lewistown and Glendive to serve the remaining institutions.

Objective: The objective of this program is to continue to upgrade the institutional library services through a wider range of services and materials, including more frequent bookmobile stops, increases in the book collections, and consultant help.

Achievements: Final plans are underway for a new library at the Boulder River School and Hospital, projected for opening soon after the beginning of the 1973 calendar year. A professional librarian, on the State Library staff, is already serving the institution and a small collection of materials is housed in a storage room.

This year a large rotating deposit collection has been placed at the Galen State Hospital. Initial weeding of the original collection has begun, with some refurbishing of the library completed. This project should be completed with the new fiscal year. The State Library has contracted with the Twin Bridges Public Library for service to the Montana Children's Center.

At the Warm Springs State Hospital emphasis has been placed on the closed wards and at the admitting hospital. Deposit collections that are frequently rotated have been placed on these wards, and the librarian is making regular visits. Emphasis has also been placed on the Talking Book program for those patients who are eligible for service. Non-handicapped patients help the handicapped patients with their service thereby creating involvement for both the handicapped and the non-handicapped. New programs using audio-visual materials have been started, but will remain limited with present staff. This outreach program necessarily caused a decrease in service offered at the main patient library.

Emphasis has been placed this year on the law collection at the prison library. Many new books have been purchased and arrangements with the State Law Library have been made for interlibrary loan and photocopy of materials needed at the prison.

Institutional librarians and heads of the institutions were brought together for a workshop this year. Each institution reported on activities in their respective institution so that programs and ideas could be shared. Bibliotherapeutic work was discussed by a national expert as a means of further integrating the library programs into the rehabilitative and therapeutic programs of the institutions. We are starting to approach adequate levels of materials in the state institutions and this workshop served as a turning point to begin giving each of these institutional programs depth in their bibliotherapeutic role.

Performance summary: No figures are presented because there are no figures that serve as adequate performance summaries. Books are placed on wards, in cottages, in cell blocks and other areas of the institutions. The main libraries are serving as reference centers, legal research areas, audio-visual centers, and interlibrary loan stations. Statistics concerning visits to the main library or books circulated from the main library give no realistic indication of the materials used or service rendered.

PROGRAM: LIBRARY SERVICE FOR THE HANDICAPPED

Description and Goals: The State Library's program, Library Services for the Handicapped, provides direct library service to any resident of the state who, because of a visual or physical handicap, is unable to read normal print or to hold a book or magazine or to turn pages. A collection of talking books, books on magnetic tape, cassette books, large type books, and machines (talking book and cassette) are used with emphasis on providing the same variety of library materials that would be available to a non-handicapped person through a good public library.

The State Library's Division for the Blind and Physically Handicapped is designated as a Regional Library for the Blind and Physically Handicapped by the Library of Congress. Braille library service is provided to Montana readers by the Utah State Library, under contract with and paid for by the Montana State Library.

Objective: The objective of this program is to extend service to all eligible users in the state, a figure not known, but conservatively estimated to include at least three times the present number.

The State Library works closely with related State agencies in coordinating service to eligible users. In addition, contact is being strengthened with related health and social professional fields in order to identify eligible persons.

Work with community public libraries continues to increase as this program develops further. While the State Library will provide materials and administrative leadership in this program, members of local library staffs will need guidance in becoming effective readers' advisors for local handicapped readers. Public libraries and local institutions such as rest homes, hospitals, senior citizens organizations, and schools are being encouraged to maintain deposit collections and demonstration equipment. These deposit collections provide circulation of materials in large type and recorded magazines and sometimes recorded books, thereby reducing the circulation workload at the State Library and providing direct service to local patrons. Demonstration equipment is used to locate eligible persons in the community or institution.

Volunteer taping groups are established and trained to provide materials not available from the Library of Congress or from other Regional Libraries. These groups provide textbooks for college students, Montana material, research material for all patrons, and other material needed by Montana patrons.

Achievements: The number of persons served directly or through deposit collections during the year increased by 112 percent, to a total of 3,232, with an increase in the circulation of materials by 34 percent, to a total of 54,435. A WATS telephone service has been provided to patrons; a newsletter is distributed from time to time, increasing communication between the library and its patrons. Reference work for all patrons and recorded textbooks for college students has been increased, but is greatly limited by a lack of recording and tape duplicating facilities. Plans for recording Montana books, Montana magazines and other local interest materials have been made but these cannot be produced until recording and duplicating equipment can be acquired. A limited group of master tapes is being recorded and stored, until such time as duplicating equipment is available. New volunteer groups have been started, but they have not been used to their full potential because of a lack of staff to coordinate their efforts and because of insufficient equipment.

Deposit collections have been increased and people being served through deposit collections has been tripled. Patrons served previously from the State Library who are in rest homes, schools, hospitals, state institutions and service areas of large public libraries are now served through these deposit collections where there are sufficient numbers of patrons to warrant this change. This change in service pattern prevented a demand for direct service that could not have been met at the State Library.

These achievements reflect the increased emphasis upon locating eligible people and giving more depth to the service. Workshops, demonstrations, posters, and mailings to civic, social, and health related groups has not been curtailed however, because of the inability of the present staff to cope with further growth of the program. It is estimated that three times the number of persons now served by this program are eligible for service and additional large numbers of people will become eligible as the federal laws are changed to include mentally retarded readers. This larger number cannot be served adequately nor can a more in-depth service be offered within the budgetary limits of this program.

Performance summary:

	fiscal years		
	Historic 1970-71	Current 1971-72	Projected* 1972-73
Individuals using service regularly at end of year	1,016	1,829	2,100
Persons served through deposit collections	374	1,403	1,550
Circulation of materials	40,806	54,435	58,000

*Under present budgetary limitations service will have to be decreased to present patrons in order to provide service to this conservative projection. New patrons are now not actively being sought.

PROGRAM COST SUMMARY

	<u>FY 1970-71</u>	<u>FY 1971-72</u>	<u>Increase (Decrease)</u>
Library Services and Development	425,351	576,248	150,897(1)
Library Networks	44,469	41,378	(3,091)
Institutional Library Service	72,399	81,987	9,588(2)
Library Service for the Handicapped	<u>35,372</u>	<u>40,777</u>	<u>5,405(3)</u>
TOTAL PROGRAMS	<u>577,591</u>	<u>740,390</u>	<u>162,799</u>
Personal Services	158,675	188,343	29,668
Operating Expenses	97,791	116,763	18,972
Equipment	74,958	93,679	18,721
Grants and benefits	<u>246,167</u>	<u>341,605</u>	<u>95,438</u>
TOTAL BY CATEGORY	<u>577,591</u>	<u>740,390</u>	<u>162,799</u>
General Fund	157,413	175,000	17,587
Federal and Private Revenue Fund	173,400	223,785	50,384
Federal and Private Grant Clearance Fund	<u>246,778</u>	<u>341,605</u>	<u>94,827</u>
TOTAL FUNDING	<u>577,591</u>	<u>740,390</u>	<u>162,799</u>

- (1) Increased appropriations under Titles I and II of the Library Services and Development Act, permitting increased grants to public library federation demonstrations and construction projects.
- (2) Preparation for library at Boulder River School and Hospital (development of collection, selection of furniture and equipment, and employment of librarian)
- (3) Increased staff time to handle increased workload.